

MINUTES –CITIZENS OVERSIGHT/FINANCE
ADVISORY COMMITTEE
REGULAR MEETING – October 17, 2023
VETERAN'S MEMORIAL HALL – 3:00 p.m.

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| MEMBERS PRESENT: | Michael Erin Woody | Vice-Chairperson |
| | Brian Dorfman | Committee Member |
| | Kathy Hoversten | Committee Member |
| ABSENT: | Stephen Peck | Chair |
| | Jean Johnson | Committee Member |
| STAFF PRESENT: | Yvonne Kimball | City Manager |
| | Steve Conway | Interim Assistant City Manager/Admin Svc Dir |
| | Emily Conrad | Finance Manager |
| | Melissa Green | Senior Budget Analyst |
| | Erika Castillo | Account Clerk III |

ESTABLISH QUORUM AND CALL TO ORDER
<https://youtu.be/bTefjkEusM4?si=e8GMtsUxcpYbhFza&t=27>

Vice-Chair Woody called the meeting to order at 3:00 p.m. with all but Chair Peck and Member Johnson present.

COMMITTEE MEMBER ANNOUNCEMENTS & PRESENTATIONS
<https://youtu.be/bTefjkEusM4?si=tvXvGJ77-WTLcHwX&t=72>

INTERIM ASSISTANT CITY MANAGER / DIRECTOR INTRODUCTION
<https://www.youtube.com/watch?v=bTefjkEusM4&t=27s>
Finance Manager Conrad introduced Steve Conway as the new Interim Assistant City Manager/Administrative Services Director.

PUBLIC COMMENT - NONE

A. CONSENT CALENDAR
<https://youtu.be/bTefjkEusM4?si=YbD9dOcAdhhC6rUO&t=349>

A-1 APPROVAL OF MINUTES FOR MAY 16, 2023 CITIZENS OVERSIGHT/FINANCE
ADVISORY COMMITTEE MEETING

MOTION: Member Hoversten moved to approve minutes from the May 16, 2023 Citizens Oversight/Finance Advisory Committee meeting. The motion was seconded by Member Dorfman and carried 3-0-2 with Chair Peck and Member Johnson absent.

A-2. APPROVAL OF EXCUSED ABSENCE REQUEST FOR COMMITTEE MEMBER
JOHNSON (SENIOR BUDGET ANALYST)

MOTION: Member Hoversten moved to approve the request submitted by CFAC Member Jean Johnson to excuse her absence from the October 17, 2023, Regular Citizens Finance Advisory Committee meeting. The motion was seconded by Member Dorfman and carried 3-0-2 with Chair Peck and Member Johnson absent.

B. BUSINESS ITEMS

<https://youtu.be/bTefjkEusM4?si=jRVPpk8AXnVubJXv&t=459>

B-1 INFORMATIONAL SESSION ON MUNICIPAL FINANCE 101 (ADMINISTRATIVE SERVICES DEPARTMENT STAFF)

<https://youtu.be/bTefjkEusM4?si=dazaXW7odKQuRLVR&t=466>

Finance Manager Conrad, Senior Budget Analyst Green and Interim Assistant City Manager/Administrative Services Director Conway presented the report and answered Board Member questions.

Public Comment:

None

Vice Chair Woody closed public comment.

The report was received and filed.

C. FUTURE AGENDA ITEMS

https://youtu.be/bTefjkEusM4?si=5dAVgg_gsRc40D3K&t=4228

1. Schedule a joint City Council / CFAC meeting to discuss Council's expectations of CFAC's work plan.

D. SCHEDULE NEXT MEETING

The next regularly scheduled Citizen's Oversight/Finance Committee meeting will be January 16, 2024, at 3:00 pm.

E. ADJOURNMENT

The meeting adjourned at 4:12 p.m.

Recorded by:

Erika Castillo
Accounting Clerk III